



State of Louisiana
DIVISION OF ADMINISTRATION

Control # _____

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

February 16, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-50

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Quarterly Unpaid Balance Report

Attached are the OSUP Unpaid Balance Reports for the quarter ending December 31, 1999. These reports should be used to report all unpaid balances in vendor codes with balances other than zero. Balances in the 6315 account for vendor codes SAB (Bonds) and MSZ (Required Deductions) are excluded from this provision. When reporting, balances should be identified by **employee name, the original date of occurrence, and the reason for the unpaid balance.**

The attached Agency Requested and Monthly Consolidated Reports reflect vendor activity through January 31, 2000. The Biweekly Consolidated Report reflects activity through December 31, 1999. The analysis of the unpaid balances should be reported on the agency Quarterly Unpaid Balance Report (Form UPR/F16). The UPR/F16 must be forwarded to this office with a letter of transmittal from the authorized Section/Agency Head by **April 3, 2000.**

Agencies are urged to resolve unpaid balances on a timely basis to ensure timely refunds and/or ensure the timely collection of funds owed to the agency (e.g. obtain tax refunds, reimbursements from vendors/employees). Agencies are responsible for filing amended tax returns for periods prior to OSUP's consolidation to one employer identification number (EIN). This includes any returns or amended returns filed for the tax year 1999 or before. Detailed instructions on the reporting of unpaid balances and the consequences of not reporting can be found in Section 3.15 of the OSUP Standard Accounting Procedures Manual (SAPM).

All balances that are not accurately accounted for on the Quarterly Unpaid Balance Report will be moved to the UNKN account. Any balance in the UNKN account will be charged to your appropriation or moved to income not available during the annual write-off processed in May 2000.

Any questions not addressed clearly in the SAPM or in this memorandum should be directed to a member of the User Services Unit at (225):

Karen Antoine	342-5354	Debbie Causey	342-5377
Barbara Blankenship	342-5345	Paula Rotolo	342-5357

RSM:BSB/kmb

Attachments